

**CALIFORNIA ARMY NATIONAL GUARD (CAL ARNG)  
ACTIVE DUTY GUARD/RESERVE (AGR)  
NATION WIDE TOUR ANNOUNCEMENT**

1. **Position Tour Number:** 87-04  
PDS: 2840-020    TF: 2-116166  
Para / line: 101 / 03
2. **Position Title:** Retention NCO
3. **Unit/Location:** HQ's 3<sup>rd</sup> Brigade, Modesto, CA
4. **Opening date of job announcement:** 25 March 04
5. **Closing Date:** 26 April 04
6. **Maximum Grade:** E-7
7. **Minimum Grade:** E-6
8. **Personnel Eligible to Apply:** (X) Male (X) Female ( ) OFF ( ) WO (X) ENL
  - a. PMOS Immaterial / Must be DMOS qualified within one year of hire date.
  - b. Must be able to attend next available Retention NCO Course.
9. **Selecting Supervisor:** Brigade Full Time Manning OIC
10. **Military Status:** Full-Time Military Title 32 Section 502 (f) (AGR)
11. **Applicants must, as a minimum, submit the following documents and meet all applicable criteria: if required item(s) are missing from your packet it will be returned to applicant unrated due to lack of information:**
  - a. NGB Form 34-1 (with signature and date) ensure that you annotate both the position announcement # and title on the top of page one of the application.
  - b. Three-quarter-length photograph in Class A uniform made within the previous 12 months ("official" military photograph is not required).
  - c. Certified copy of ASVAB/AFCT scores.

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d. All NCOERs for the past three years (Supervisor must provide written statement/memo providing information as to why soldier's NCOERs are not available. Ensure that this letter is dated within 45 days of effective date of vacancy announcement and that it highlights job assignment, duties, and capabilities).

e. **Certified copy** of current DA Form 705 (APFT) demonstrating passing APFT within six months for "on-board" AGR soldiers, 12 months for new applicants. Ensure that height and weight are annotated on the 705.

f. Body fat worksheet, if applicable.

g. Current chapter 2 (enlistment standards) or chapter 3, AR 40-501 (retention standards) physical (SF 88 and 93).

h. DA Form 4970 Cardiovascular screening if applicable (over 40 soldiers).

i. All DD Forms 214 – copy must include bottom portion that identifies Separation Reason and Reenlistment (RE) code (not required for "on board" AGR soldiers).

j. RPAS (Retirement Point) statement (not required for "on board" AGR soldiers)

k. Drivers License Record (DMV print out) no older than one year.

l. Must be able to obtain SECRET Security Clearance within initial tour.

12. Brief Job Description: Responsible for carrying out the CDR, 40<sup>th</sup> ID plans and programs for the accomplishment of the strength objectives of the command. These soldiers will independently process all matters related to mobilization-demobilization. This position will identify, track and assist in resolving problems with pay, medical treatment, training, uniforms and equipment. Assist in developing, organizing, and coordinating a statewide retention program. Identify, investigate, and recommend corrective actions and policy changes that will improve retention. Assist the Employer Support of the Guard/Reserve committee in areas relating to retention. Provide current and future soldier retention information. Coordinate and conduct unit strength maintenance training programs. Support the Family Assistance program.

a. Soldiers will be rated by the Recruiting and Retention Area Retention NCOIC and the senior rater will be the Brigade Executive Officer.

b. 18 month AGR stabilization rules apply.

13. Applicants who answer YES to questions 8 or 15 of section IV, NGB Form 34-1, or who have not completed Initial entry training (IET) are ineligible to apply.

14. Applicants selected for AGR, and meeting any one of the following disqualifications, will require a HQDA, DCSPER waiver prior to entry:

a. Unable to serve at least five (5) years on AGR status prior to achieving eighteen (18) years active federal status or mandatory removal date.

b. Entitle to military retired pay.

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15. Submit application to: OTAG, ATTN: CAJS-HR-AGR, Box 37, 9800 Goethe Road, P.O. Box 269101, Sacramento, CA 95826-9101 (916) 854-3404.

**NOTE:** Complete application (to include required documents) **must be received in HR-AGR not later than the closing date shown in item #5.** Incomplete applications will be returned unrated. Additional copies of this announcement may be obtained from our website at [www.calguard.ca.gov/cahr](http://www.calguard.ca.gov/cahr).

16. Selectees (other than on-board AGR soldiers) are required to provide evidence of Chapter 2 medical examination, taken not more than 24 months prior to the AGR tour start date. The medical examination must indicate compliance with the requirements of chapter 2, AR 40-501 and accomplished at an active military medical facility or Military Entrance and Processing Station (MEPS). Female applicants must take a pregnancy test within 15 days of hire date into the AGR program.

17. Equal opportunity: The California National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factor.